



# SUPERVISOR OUTREACH PROGRAM

Organization title

Date 2006

ACQUISITION SUPPORT CENTER

**Region Title**

**Regional Director Name**

## PURPOSE

To provide information and resources to supervisors to assist in managing the Acquisition, Logistics and Technology (AL&T) Workforce.

## DISCUSSION TOPICS

- Army Acquisition Corps (AAC) Transformation Campaign Plan FY06.
- *Defense Acquisition Workforce Improvement Act II (DAWIA II)*.
- Supervisor Outreach Program.
- Regional Customer Support Offices.
- Rating Supervisor/AL&T Workforce member responsibilities.
- Acquisition Career Management:
  - Tools (Individual Development Plan (IDP), Acquisition Career Record Brief (ACRB), etc.).
  - Certification Requirements/Procedures.
  - Department of Defense (DoD)/District Attorney Regulatory Guidance/Policies.
  - Acquisition Education, Training and Experience (AETE) Opportunities.
- Future Initiatives.
- Summary/What's Next?

## ARMY ACQUISITION CORPS MISSION AND VISION

### MISSION

Support soldiers by continually improving our Army's combat capability and by developing the critical systems and services that enable our Army to meet its non-negotiable contract to fight and win our Nation's wars.

### VISION

The premier developer of a strategically responsive force armed with the combat capabilities to dominate across the full spectrum of operations.

*"People are the single most important part of any organization, especially the Army."*

- Hon. Francis J. Harvey  
Secretary of the Army

*"Training and educating the workforce for the challenges of today and for what is coming along in the future is absolutely paramount. There is no way we're going to be able to do the job that I see coming within as little as two years without taking care of business on the education and training side."*

- Hon. Claude M. Bolton Jr.  
Army Acquisition Executive

## MILDEP INTENT:

### MESSAGE FROM THE SENIOR SPONSOR FOR AAC TRANSFORMATION

**The AAC shall transform in accordance with the Chief of Staff of the Army's guidance, *Transformation Road Map 2003*, as follows:**

- Develop Doctrine Training Leader Development Materiel Soldiers-Personnel Facilities (DTLOMS-PF) solutions that integrate the AAC as a Core Capability within the Army and Joint warfighting community.
- **Develop flexible acquisition officers and civilian leaders that possess a diverse and well-rounded background in the supporting functions and phases of acquisition.**
- Acquire the "M" in DTLOMS-PF (Materiel, Sustainment and Service Solutions) for the Current and Future Force possessing a Joint, multi-agency and multi-national footprint across the full spectrum of military operations.
- Include all elements of the AAC Workforce: military and civilian, contractors on the battlefield and in-the-zone industrial base participants.

**LTG Joseph L. Yakovac**

**March 2004**

## TRANSFORMATION FOCUS FOR FY06

- **Implement new programs.**
- **Reshape military AL&T footprint.**
  - Goal: Increase military footprint from 33% to 55% in support of program management.
  - Commitment: Total realignment to fill new Army Field Support Brigade design.
  - Develop 51L area of concentration.
  - Create an AL&T MOS series (XXC, XXA, XXL).
  - Update DA PAM 600-3.
- **Revitalize role of AL&T Workforce leaders and supervisory personnel.**
  - **New role as frontline change agents.**
  - **Refocus Rating Supervisors support to Career Management.**
  - **Develop an effective post-utilization process for civilian SSC graduates and Product, Project and Program Managers.**
- **Institutionalizing change:**
  - Implement Force Design Update.
  - Implement a battlefield tracking system for military and civilian centers.
  - Develop concept and implement central management of a select group of AAC civilians to compete for leadership positions.
  - Create AL&T Futures capability to fill this double void in the U.S. Army Training and Doctrine Command.
  - Stand up new training courses for both civilian and military AAC members.

## SUPERVISOR OUTREACH PROGRAM

- **New program implemented to meet MILDEP's Transformation focus for FY05.**
  - **Develop flexible acquisition officers and civilian leaders that possess a diverse and well-rounded background in the supporting functions and phases of acquisition.**
  - **Revitalize role of AL&T workforce leaders and supervisory personnel (new role as frontline change agents).**
    - **Refocus Rating Supervisors' support to Career Management.**
    - **Develop an effective post-utilization process for civilian Senior Service College (SSC) graduates and PMs.**
- **Supervisor Outreach Implementation Plan.**
  - **Change Acquisition Career Manager (ACM) focus from individual AL&T Workforce member to the rating supervisor.**
  - **Initiate Supervisor Outreach Program Sessions.**
  - **Provide supervisors with Quick Reference Guide.**
  - **Train organizational Points of Contact (POCs).**



## MILDEP's OUTREACH CHALLENGE TO SUPERVISORS

- Actively recruit at least two:
  - **PM Command Applications.**
  - **SSC/Equivalent Applications.**
  - **Expanded Competitive Development Group-Army Acquisition Fellowship (CDG-AAF) Applications.**
  - **AETE Applications.**
- Get involved in the Civilian-Rotational Developmental Assignment Program (C-RDAP) in a formal way.
- Institute full career counseling.
  - Develop meaningful IDPs.
  - Provide quality Senior Rater Potential Evaluations (SRPEs).
  - Develop employees for future leadership.



## DAWIA

# ***Defense Acquisition Workforce Improvement Act (DAWIA)***

Title 10, *United States Code*, Chapter 87 (National Defense Authorization Act for 1991)

- Provide for the effective management of persons serving in acquisition positions.
- Identify appropriate career paths in terms of education, training, experience and assignments necessary for career progression.
- Provide opportunities to acquire the education, training and experience necessary to qualify for senior acquisition positions.
- Provide for the selection of the best-qualified individual for a position.

## DAWIA II

- Greater flexibility for Secretary of Defense to establish education, experience and tenure requirements for PMs, Program Executive Officers (PEOs), Senior Contracting Officials, etc.
- Eliminates grade requirement for civilians to join the AAC – military FY04 requirement remains.
- Establishes single Acquisition Corps.
- Streamlines obsolete *DAWIA* Provisions.
- Creates “Key Leadership Positions” (KLP) as a subset of “Critical Acquisition Positions” – KLPs are only those positions which have an impact on the acquisition process and are the keys to success.

### ***DAWIA II Time Line: National Defense Authorization Act 2004/2005***

- **12 Jan. 2005: DoD 5000.52 directive re-issued.**
- **21 Dec. 2005: DoD Instruction (DoDI) 5000.66.**
- **10 Jan. 2006: DoD Desk Guide (Compliments DoD 5000.52 and DoDI 5000.66).**
- **Revised Army policies & procedures currently in place.**

## REGIONAL CUSTOMER SUPPORT OFFICE

### **Mission**

- Oversee career management and career development of the AL&T Workforce and rating supervisor.
- Develop, implement and execute AL&T Workforce policy and procedures.
- Serve as the Deputy Director Acquisition Career Management's primary representative for AL&T Workforce members and senior leadership on issues relevant to career management and development.

# REGIONAL CUSTOMER SUPPORT OFFICE



## ▪ **Process Limited ACRB Workforce Updates.**

- Process certifications.

## ▪ **Implement Supervisor Outreach Program.**

- Promote awareness of AAC initiatives.
- Implement AAC policies and programs.
- Provide regional training.
- Implement Civilian-Rotational Developmental Assignment Program.
- Board scrub and preparation.

- Enhance communications to the AL&T Workforce.

- Oversee Continuous Learning Program.

- Resolve AAC and CAP issues.

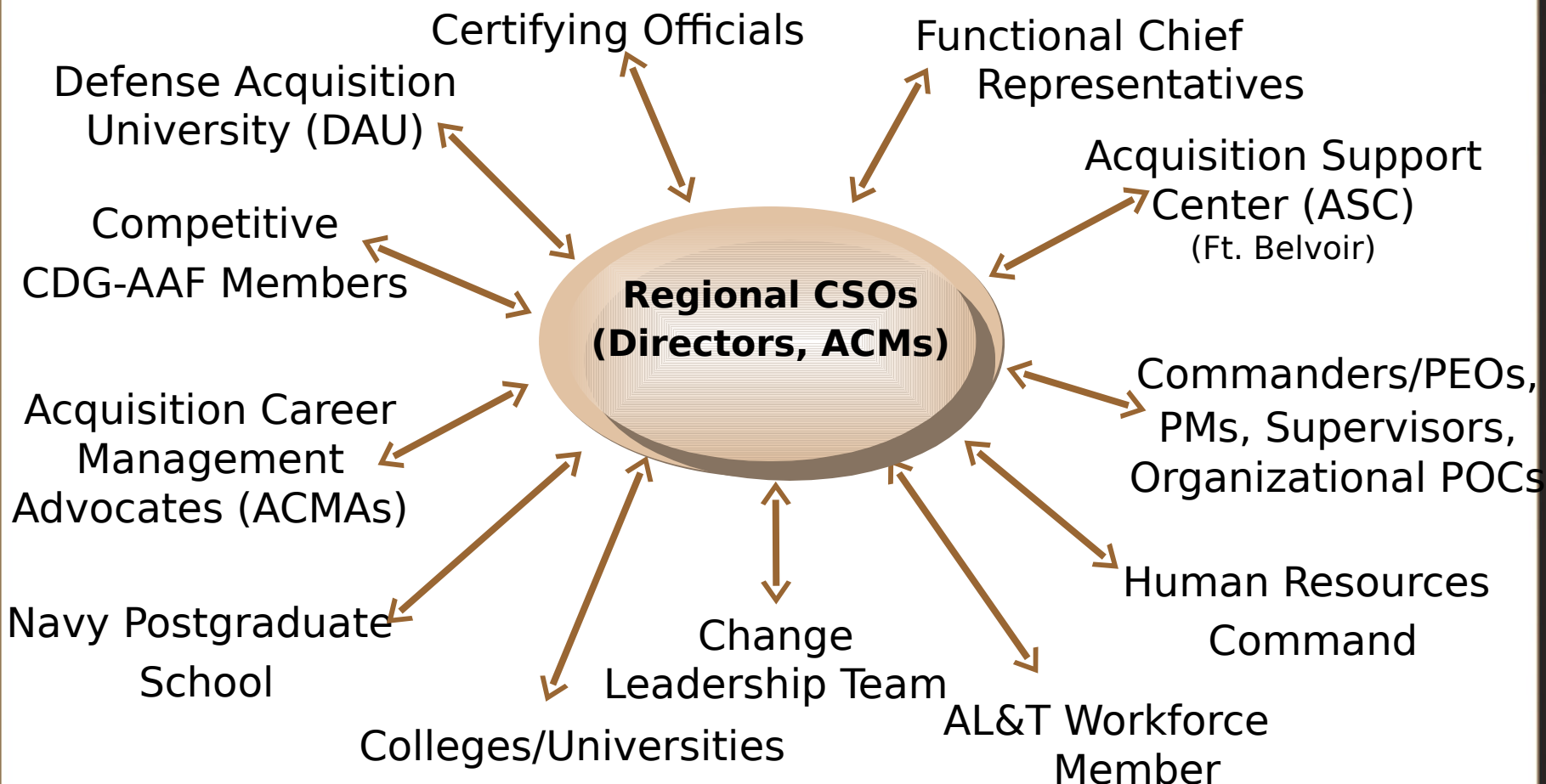
- Conduct site visits.

- IDP assistance.

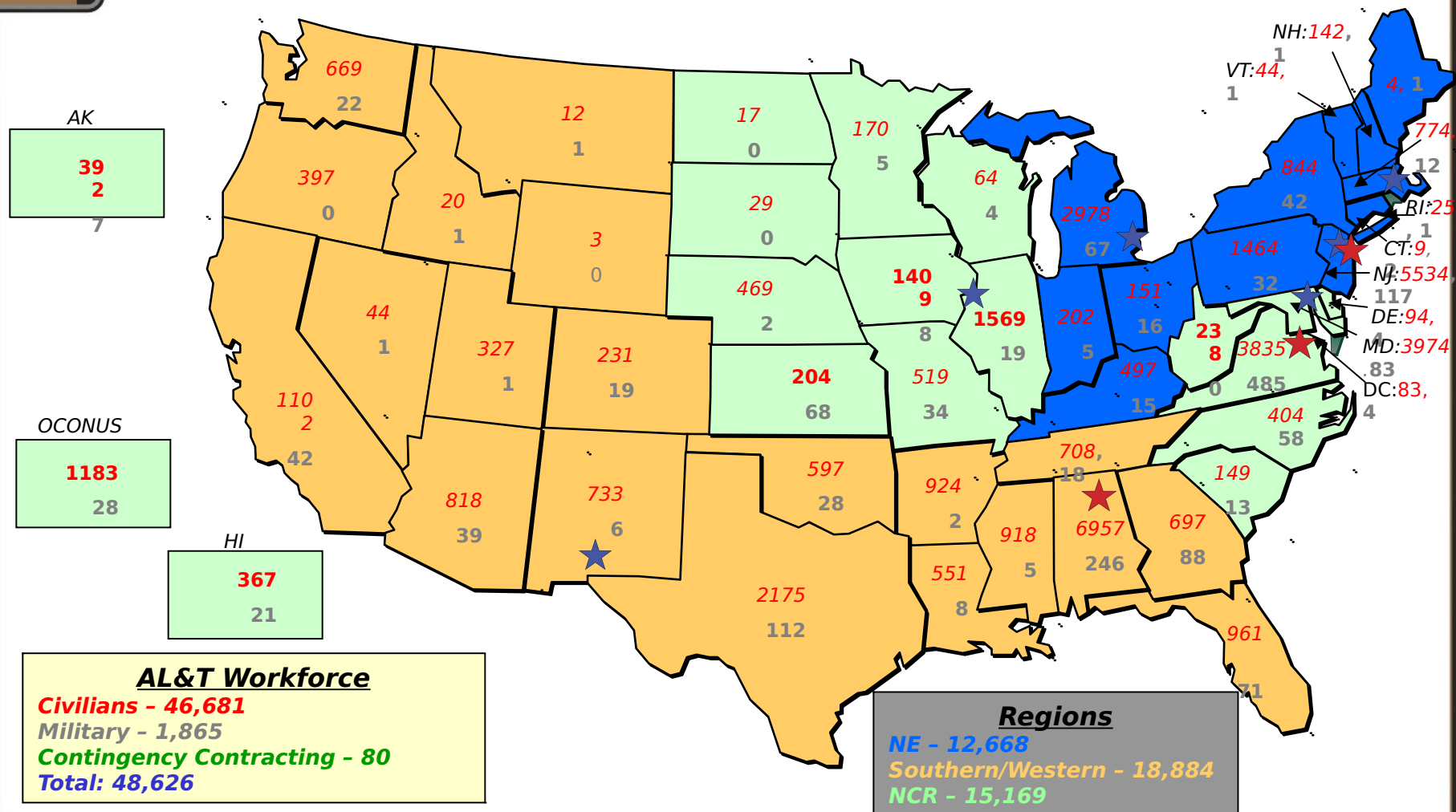
- Administer CDG-AAF Program.

- **Provide Supervisors with career management tools.**

## REGIONAL CSO STRATEGIC PARTNERSHIPS



## AL&amp;T WORKFORCE BY REGION





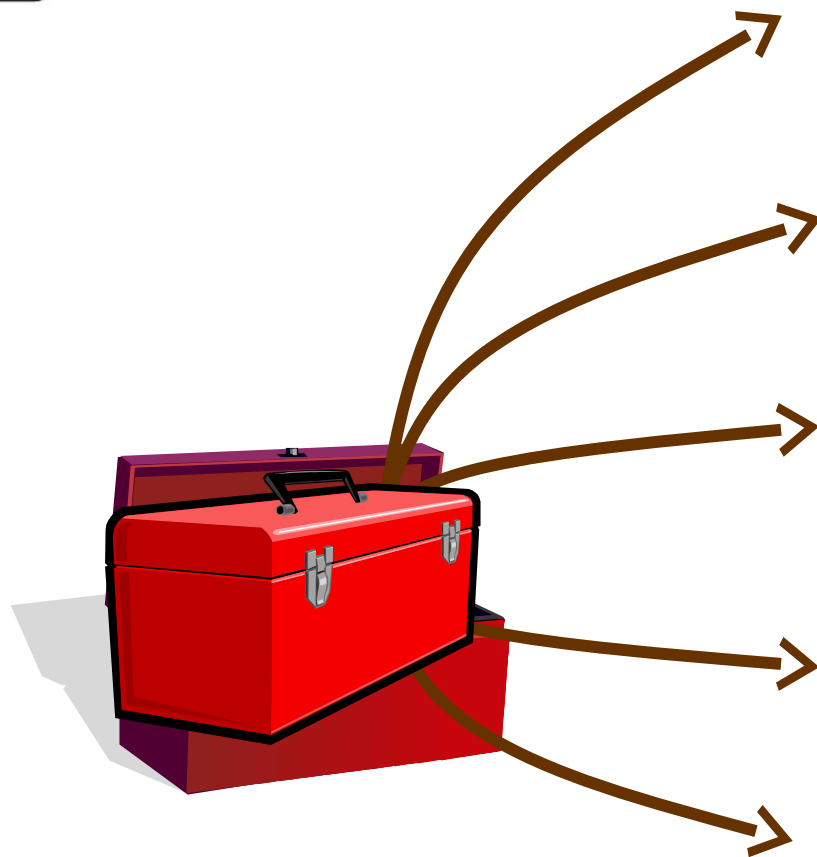


## RATING SUPERVISOR RESPONSIBILITIES

- Designate positions as AL&T Workforce in accordance with Refined Packard Definition and inform employee of the Acquisition Position Code and related certification standards.
- Analyze organizational strategic goals.
- Assess employees' strengths and development needs.
- Develop and execute IDPs in partnership with employees.
- Ensure employees meet position certification and continuous learning mandate.
- Approve Continuous Learning Points (CLPs) for completed training.
- Provide quality evaluations.
- Develop and mentor employees for future leadership positions.
- Identify organization point of contact.

**The Growth and Development of People  
is the Highest Calling of Leadership**

# RATING SUPERVISOR'S LEARNING AND DEVELOPMENT TOOLKIT



## ■ **Regional Customer Support Offices**

- Regional Directors
- Regional ACMs
- ACMAs

## ■ **Career Management Tools**

- Acquisition Career Development Plan (ACDP)
- IDP
- ACRB
- SRPE
- Assessment Tools

## ■ **Career Management Publications**

- *Army AL&T Magazine*
- Career Management Handbook
- Career Development Guidelines
- AETE/Acquisition Tuition Assistance Program (ATAP) Catalog

## ■ **Career Development Programs**

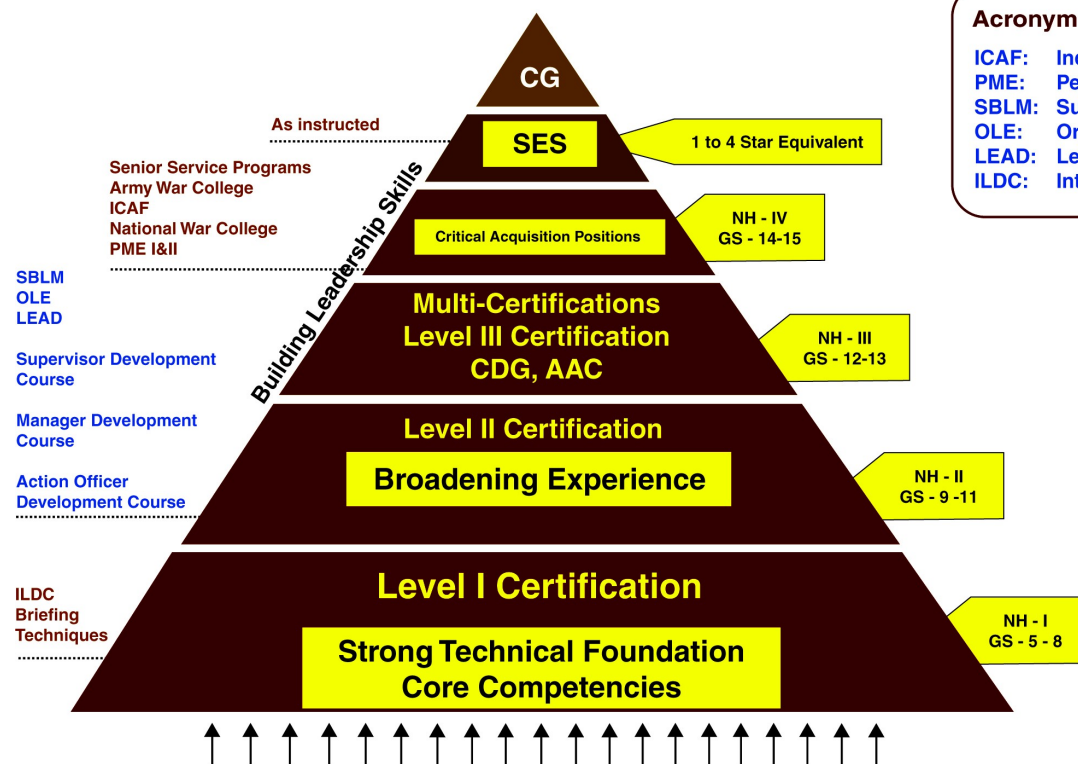
- AETE/ATAP
- CDG-AAF
- C-RDAP
- Fast Track
- Intern Career Programs

## ■ **Online Department**

- Acquisition Support Center Web site
- Regional Web sites
- DAU Web site

# ACQUISITION CAREER DEVELOPMENT PLAN

## CIVILIAN CAREER PROGRESSION



### Acronym Key:

ICAF: Industrial College of Armed Forces  
 PME: Personnel Management for Executives  
 SBLM: Sustaining Base Leadership & Management  
 OLE: Organizational Leadership for Executives  
 LEAD: Leadership Education and Development  
 ILDC: Intern Leadership Development Course

## AL&T WORKFORCE MEMBER RESPONSIBILITIES

- Know your acquisition position category (APC) and how career field fits into acquisition.
- Understand the certification standards for current position – education, training and experience.
- Utilize the ACDP in career planning.
- Prepare and maintain an IDP and ACRB.
- Develop and execute IDP in partnership with supervisor.
- Achieve acquisition position certification.
- Meet Continuous Learning Policy mandate.
- Commence career broadening activities.
- Understand AAC membership requirements – apply when eligible!
- Obtain an assessment of strengths and developmental needs.
- Seek out mentor(s).
- Develop leadership skills and apply for future leadership positions.
- Be aware of what opportunities the AL&T Workforce can provide.

**Employee Is Ultimately Responsible for Their Career!!**

# AL&T WORKFORCE INDIVIDUAL DEVELOPMENT PLAN (IDP)

- Required by each AL&T Workforce member.
- Agreement between individual and supervisor.
- Vehicle used to document CLPs.
- Automated process.
- Two modules.
  - Individual module.
  - Supervisor module.

The screenshot shows a web browser window titled "IDP / Continuous Learning - Microsoft Internet Explorer provided by SANDA Internet Services". The address bar shows the URL "https://ida.sandia.mil/idp/iddpiddpbase.dfo". The main content area is titled "Individual Development Plan / Continuous Learning" and contains several sections:

- POSITION INFORMATION**: A section with a teal header. It includes a text box stating "This position data reflects what is on your ACRB/ORB." and two buttons: "Blank ACRB" and "Your ACRB". Below this are several input fields for personal and professional information: Name, Title, Pay Plan / Grade-Rank, Series / ADC, Command, Personnel Office, Organization, Component, Acquisition Position Number, and E-Mail Address. A "Change E-MAIL Address" button is located next to the E-Mail Address field.
- CURRENT POSITION / CERTIFICATION REQUIREMENT**: A section with a teal header. It includes input fields for "Current Career Field" and "Cert Level Required".
- CERTIFICATIONS ACHIEVED**: A section with a teal header. It includes a table with four columns: "Career Field Code", "Career Field", "Cert Level", and "Cert Date". The table has one row with yellow input fields for each column.





## ACQUISITION CAREER FIELDS



**Business Cost  
Estimating & FM  
(K)**

**Purchasing  
(E)**

**Facilities  
Engineering  
(F)**

**Production,  
Quality & Man.  
(H)**

**Industrial &  
Property Mgt.  
(D)**

**Life Cycle  
Logistics  
(L)**

**Program  
Management  
(A)**

**Contracting  
(C)**

**Information  
Technology  
(R)**

**S.P.R.D.E  
Systems  
Eng.**

**S.P.R.D.E  
Science &  
Tech.  
Manager  
(I)**

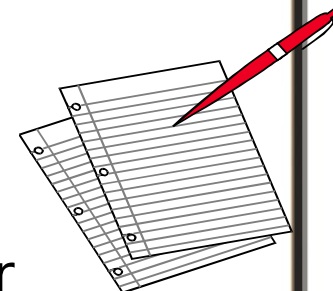
**Test &  
Evaluation  
(T)**



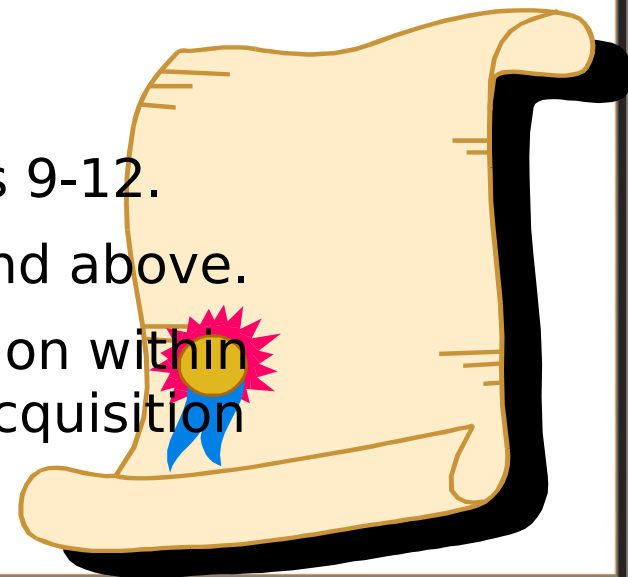
***Acquisition Career Fields  
... Your Support to the  
Soldier!***



## CERTIFICATION REQUIREMENTS



- *DAWIA II*: The Secretary of Defense established education, training and experience requirements for each acquisition career field.
- Certification based on all three criteria – not just completing the mandatory courses.
- Certification level guidelines:
  - Level I (Basic Level) – Grades 5-8.
  - Level II (Intermediate Level) – Grades 9-12.
  - Level III (Senior Level) – Grades 13 and above.
- Employee must meet position certification within 24 months after being assigned to an acquisition position.



# CERTIFICATION PROCEDURES

## Employee provides complete package to ACM:

- 1 Signed Updated ACRB.  
(Sections VI, VII, IX,X)
- Resume.
- Supporting documentation (transcript).

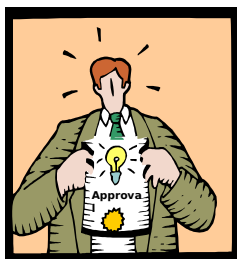
Resume

## ACM reviews certification package for completeness:

- 2 Appropriate signatures.
- Specific training, education and specialized experience for the level and position category.

## If criteria are met, ACM will:

- 3 Endorse the certification request as the reviewer.
- Forward to appropriate Certifying Official (CO).
- Provide CO with certification checklist with approval or disapproval recommendation.



4 **Certifying Official:**  
Approves/disapproves certification request. Package returned to ACM.

5 **ACM:**

- Updates ACRB.
- Post certification, if approved.
- Maintains copy of signed package.
- Returns signed ACRB & certificate to employee. **IMPORTANT: Signed ACRB is the official document of record.**







## DAU

- Corporate university for acquisition education throughout the DoD.
- DAU provides courses needed to meet mandatory and desired training standards established in the DoDI 5000.66.
- Provides a highly structured sequence of courses needed.
- Provides the training required to perform specific acquisition functions.

# ATRRS INTERNET TRAINING APPLICATION SYSTEM (AITAS)

**ATRRS Internet Training Application System**

**Student**

-  Apply for Training
-  Apply for Ethics CL
-  Review Application(s)
-  Cancel Reservation/Wait
-  Delete Application
-  Search for Continuous Learning Modules
-  Ethics Tng for AT&L Wkforce
-  Update Profile
-  Resend Supervisor Email(s)
-  Course Lookup
-  Create/Edit Travel Worksheet
-  Logoff



**Notice to First Time Users**

The ATRRS Internet Training Application System (AITAS) is to be used by Army personnel (Civilian and Military) to submit training applications for Defense Acquisition University Training. This includes classroom and Internet/Distance Learning classes. No action will be taken on applications submitted by Non-Army personnel.

**Warning & Usage Statement**

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.

**Data On Demand**

<https://www.atrrs.army.mil/channels/aitas>

# ARMY CLASS CANCELLATION/NO-SHOW POLICIES

## Cancellation

- Cancel with the Army Registrar **5 working days** prior to the start date of the class.
- “Mission,” unless extremely exceptional in nature, is not a valid reason for canceling less than **5 calendar days** prior to the start date.

## No-Show

- Notification sent to supervisor and student requesting a justification.
- Justifications must be received within **14 days** of the notification.
- “No-Shows” will be denied registration in future offerings of the course for a period of **6 months**, following the occurrence.
- Other applications/reservations may be affected by the sanction.

**<http://asc.army.mil>**

**<https://rda.altess.army.mil/cappmis>**

## CONTINUOUS LEARNING POLICY

- Established by the Office of the Secretary of Defense (OSD) to ensure acquisition professionals develop and stay current in leadership, disciplinary and functional skills that augment the minimum education, training and experience standards for their acquisition career fields – **career-long continuous learning.**
- **Effective 1 Oct. 02, all members shall acquire a minimum of 40 CLPs every fiscal year or the mandatory requirement of 80 CLPs within 2 years.**
- CLPs can be earned in a variety of ways:
  - DAU courses.
  - Leadership and development courses.
  - College courses.
  - Seminars, conferences and published papers.
  - Developmental assignments.
- Employee/Supervisor responsible for tracking (IDP is the vehicle for recording and tracking).
- **Supervisor awards CLPs.**
- **Supervisors play a key role in continuous learning.**

## AAC MEMBERSHIP

**There are a number of ways to become an AAC member:**

- Selection for CAP.
- Currently occupying CAP.
- GS-13 (Level II Certified).
- Completion of CDG-AAF.
- Transfer AAC membership from another DoD component.



## AAC MEMBERSHIP REQUIREMENTS

- Have 4 years of acquisition experience.
- Possess a Baccalaureate degree from an accredited university.
- Certified at Level II in an acquisition career field.
- Possess either:
  - 24 semester credit hours in business related disciplines.
  - OR**
  - 24 semester credit hours in career field **AND** 12 semester credit hours in business-related disciplines.
  - OR (Exception to Education)**
  - 10 years of acquisition experience as of 1 Oct. 91.
- Selectee **MUST** be qualified for AAC membership at time of selection and be accessed into the AAC prior to official placement in a CAP.

## CATEGORIES OF AETE OPPORTUNITIES

- Education: (examples)
  - ATAP
  - School of Choice
  - Naval Postgraduate School
- Leadership: (examples)
  - Federal Executive Institute
  - University of Virginia – Charlottesville Leadership courses
  - Office of Personnel Management courses
- Experience: (examples)
  - Reinstated Program: C-RDAP
  - CDG-AAF Program
  - National Training Center (CDG-AAF Only)

## ATAP

- Policy and procedures revised.
- Automated application process – reviewed through a board process.
- Funding limits are in place.
  - Graduate – \$8,750 yearly; \$1,750 per course.
  - Undergraduate – \$6,250 yearly; \$1,250 per course.
- Grades will be tracked.
  - Must be provided within 60 days of course completion or future funding may be withheld.
  - Graduate – grade of B required.
  - Undergraduate – grade of C required.
- Curriculum and funding changes must be coordinated.

**For Additional Information on ATAP Please Review the Policies and Procedures located on the ASC Homepage at <http://asc.army.mil>.**

## C-RDAP

- C-RDAP is designed to provide grades GS-11 through GS-13:
  - Experience necessary to develop and strengthen needed functional competencies.
  - Leadership competencies.
- Locally managed and regionally implemented.
  - Central oversight by ASC.
- Allows careerists the opportunity to obtain developmental assignments without having to move permanently from their current position.

## CDG-AAF PROGRAM

- Three-year developmental assignment program designed to develop our future acquisition leaders.
- Selected GS-13 individuals will be assigned to a centrally-funded position on the ASC Table of Distribution and Allowances.
- During years 2 and 3, participants will be required to apply to the Army's Project Manager and Acquisition Command selection boards. Failure to apply shall result in removal from the program.
- Graduation requires successful completion of all requirements identified in each member's IDP.
- Promotion is not guaranteed, however, approximately 80 percent of all CDG-AAFs have been promoted.

**Additional information on this Career Development Program can be found on the ASC homepage at <http://asc.army.mil>.**

# AUTOMATION INITIATIVE



**CAPP MIS**  
Career Acquisition  
Personnel and Position  
Management Information System

## supporting the acquisition workforce



**CAREER ACQUISITION PERSONNEL & POSITION MANAGEMENT INFORMATION SYSTEM**



**supporting  
the warfighter**




**CAPP MIS Login**

User Name:

Password:

New Users:

**CAPP MIS AKO Login**

*To login to CAPP MIS with your AKO Account  
please click the button above.*

*For assistance with AKO Login to CAPP MIS, click  
[Here](#)*

**News**

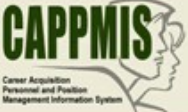
- **JUST RELEASED - ACRB Individual Edits**
- Army Acquisition Civilian Workforce now have edit capability on designated sections of their Acquisition Career Record Brief (ACRB).  
For assistances go to: [ACRB Instructions](#)
- **AKO LOGIN TO CAPP MIS RELEASED**
- If you do not already have an AKO account, please visit the AKO Portal at <https://www.us.army.mil/suite/login/welcome.html>

**Welcome**

This website was designed as a resource for United States Army Acquisition Workforce Members, Acquisition Career Managers (ACM) and the Acquisition Support Center (ASC). Our purpose is to provide an integrated suite of tools and up-to-date information to our


**<https://rda.altess.army.mil/cappmis>**

# AUTOMATION INITIATIVE (CON'T)



**CAPPMIS**  
Career Acquisition  
Personal and Position  
Management Information System

supporting the acquisition workforce



[HOME](#) [IDP](#) [ACRB](#) [WFM](#) [SRPE](#) [ACM RPTS](#) [IDP ADMIN](#) [AAPDS](#) [Logout](#)

**EDIT PROFILE**

**Profile**

**Name:**

**Position Title:**

**Organization:**

**Email:**

**Date of Birth:**


**News**

- Click on Edit Profile to change your email address, password, security question, security hint, and security answer.
- Please see your Acquisition Career Manager (ACM) for other changes to your profile.
- Your last login was on 02/26/2006
- Your password expires on 03/31/2006


**Welcome**

This is the CAPPMIS home screen. You may access any of the above applications by clicking on the tabs.

[Blank ACRB](#) [ACRB Instructions](#) [Acquisition Support Center](#) [AITAS](#) [MAPL](#)



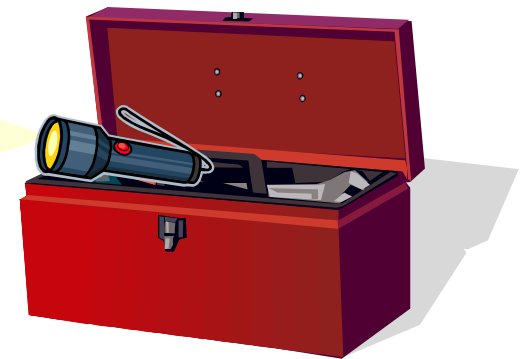
<a href="#">Security/ Privacy</a>	<a href="#">System Requirements</a>	<a href="#">DOD Computer User</a>	<a href="#">Text Links</a>	<a href="#">CAPPMIS Help</a>
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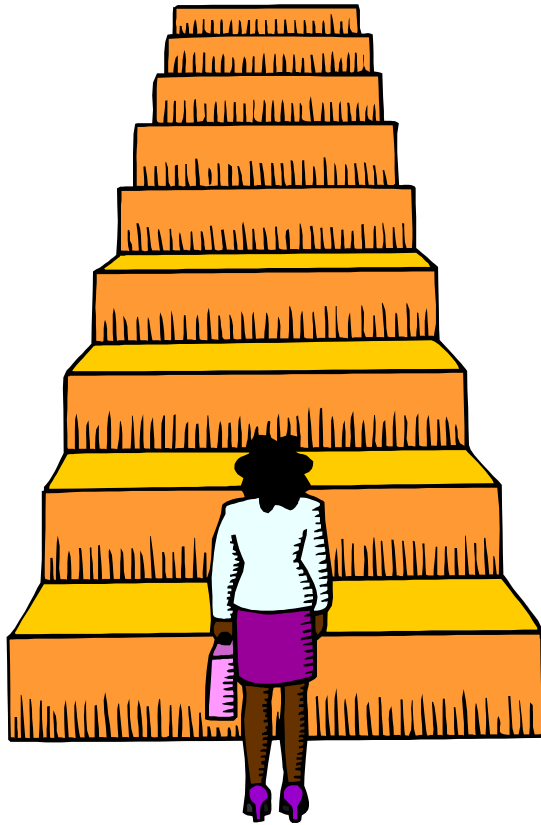


## FUTURE INITIATIVES

- ACRB updates by AL&T Workforce members.
- Virtual center of “How To” movies on the ACRB, IDP, AITAS and SRPE.
- Improved board application process.



## DEVELOP AND MENTOR EMPLOYEES



- Be aware of the big picture.
- Encourage employees to maximize potential and follow the “Roadmap to Success.”
- Balance formal education and training with experience.

## WHAT'S NEXT

- Follow-up with one-on-one supervisor session.
  - Review supervisor's ACRB.
  - Review IDP supervisor module.
  - Assist supervisor in identifying nominees for AAC programs (CDG-AAF, AETE/ATAP, C-RDAP and PM).
  - "Demo" ASC Web site and online tools (if necessary).
  - Provide:
    - Supervisor Quick Reference Guide.
    - ACM business card.
  - Address unique challenges and obtain feedback.
- Meet with program director to provide workforce status and results of Supervisor Outreach annually.

## USEFUL WEB SITES

<b>AAC/ASC Home Page:</b>	<b><a href="http://asc.army.mil">http://asc.army.mil</a></b> (Includes News, Publications, Career Development, Workforce, Policy, Organization, Contacts, Links)
<b>Defense Acquisition University:</b>	<b><a href="http://www.dau.mil">http://www.dau.mil</a></b>
<b>Travel information for Acquisition training:</b>	<b><a href="http://www.rdaisa.army.mil/rdaisa/atrrs/dau/tinfo.htm">http://www.rdaisa.army.mil/rdaisa/atrrs/dau/tinfo.htm</a></b>
<b>IDP/ACRB/ATRRS:</b>	<b><a href="https://rda.altess.army.mil/cappmis">https://rda.altess.army.mil/cappmis</a></b>
<b>DoD mandatory course Fulfillment Program:</b>	<b><a href="http://www.dau.mil/learning/career/fulfil99.pdf">http://www.dau.mil/learning/career/fulfil99.pdf</a></b>

# QUESTIONS?

# ACQUISITION SUPPORT CENTER

**<http://asc.army.mil>**

